State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. SECRTRYEO48R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DOC-BARAGA FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Correctional Facilities Administration
4. Civil Service Position Code Description Secretary-E	**10. Division** Baraga Correctional Facility
5. Working Title (What the agency calls the position) Secretary E8	**11. Section** Program and Housing Operations
6. Name and Position Code Description of Direct Supervisor ; ASSISTANT DEPUTY WARDEN-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ; STATE DEPUTY WARDEN-1	**13. Work Location (City and Address)/Hours of Work** 13924 Wadaga Rd, Baraga, MI 49908 / Monday-Friday 8:00-4:30

14. General Summary of Function/Purpose of Position

This position provides secretarial support to the Assistant Deputy Warden(s) office within the Facility. This position coordinates office activities (scheduling of activities, meeting room reservations, schedule interviews, etc.), schedule meetings, prepare and maintain office records, reports and correspondence on behalf of the Assistant Deputy Warden(s). This position receives monitors, evaluates and prioritizes incoming verbal communication and written documentation. This position handles confidential information. This individual also completes special projects and other duties as assigned. This position may also provide back-up coverage for the Warden / Deputy Warden Secretary, when needed.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **40**

Oversee the work of the Assistant Deputy Warden's Office and coordinate work with other units responsible to the Assistant Deputy Warden(s). Prepare statistics for monthly reports and track due dates and follows up for the Assistant Deputy Warden's office.

Individual tasks related to the duty:

- Receives reports from various areas of the facility, logs, and tracks, distributes and maintain files.
- Proofs reports for content completeness, grammar, spelling and typos, and signatures of each involved staff.
- Request reports when there is indication another report is required.
- Ensures that each confidential employee investigation is properly handled, including follow up on report, and due dates.
- Ensures that all facility documents are retained as mandated in the Retention Schedule and that they are replicated for litigation as ordered by the courts
- Updates post orders and posted rules as needed with information from custody supervisors.

Duty 2

General Summary: **Percentage:** **30**

Prepares confidential and non-confidential correspondence. Maintain files, relays information and inquires to and from Assistant Deputy Warden and staff.

Individual tasks related to the duty:

- Schedule locations of meetings.
- Take, transcribe and distribute minutes of meetings as directed. This could include Assistant Deputy Warden Staff meetings, Safety & Health meetings and Prisoner PBF/Prisoner Store/Quartermaster and Property Forum minutes.
- Interviews prisoners for grievances, attends PBF and Forum Sub Committee meetings with prisoners, meets with forum members when needed, and interacts with building prisoner clerks.
- Compose correspondence and cover memos.
- Sort, scan, distribute, and copy as needed any incoming and outgoing mail.
- Scan kites for urgent/critical information and immediately making proper notifications.
- Bi-weekly payroll preparation.
- Prepare meeting minutes, correspondence, reports and other duties in the absence of the Deputy Warden's secretary.
- Operate all standard office equipment.

Duty 3

General Summary: **Percentage:** **20**

At the Assistant Deputies' direction, provide information to management staff and any callers requiring knowledge of agency operations and the interpretation of policies and procedures for their area.

Individual tasks related to the duty:

- Receives and screens telephone calls, provides information or refers callers to the proper staff.
- Composes letters, memorandums and reports, utilizing knowledge of instructions and/or guidelines.
- Provides assistance to outside agencies and prisoners by providing assistance and transmitting privileged or confidential information to authorized individuals as instructed by the Assistant Deputy Warden and by using discretion.
- Track progress to ensure completion of Self Audit file reviews.

Duty 4

General Summary: **Percentage:** **10**

Compile, organize and prepare reports. General Office duties.

Individual tasks related to the duty:

- Compiles, organizes and prepares periodic reports.
- Summarizes or condenses written materials, meetings minutes, etc.
- Collects pertinent data from other work units responsible to the Assistant Deputy Warden(s) for reporting purposes.
- Prepares weekly and monthly statistical reports for the Assistant Deputy Warden, Deputy Warden, Warden and Central Office.
- Shreds LEINS and other confidential information as needed.
- Maintains log of budget expenses within the Assistant Deputy Warden’s Office and other areas within the Deputy Warden’s area of control as directed.
- Orders office and other supplies.
- Track metrics for Performance Factors for the Assistant Deputy Warden and others within his/her area of control as directed.
- Other duties, as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Disseminating information to appropriate personnel. Interpreting existing policy and procedure as it pertains to the Assistant Deputy Warden's area. Prioritizing work for the Assistant Deputy Warden's area. Referring family/prisoner questions regarding prisoners and facility rules to appropriate staff. Directing information received regarding employees, residents to appropriate staff/department/agency.

17. Describe the types of decisions that require the supervisor's review.

Major decisions would be discussed with the Assistant Deputy Warden. When confidential information is requested or when information is requested regarding prisoners which should or should not be provided. When new policies and procedures change activities and/or functions.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Exposed to dangers inherent by working in a prison setting, within the confines of a secure area which includes direct contact with prisoners on a daily basis. Walk through a prison yard during yard time without an escort. Lift and carry record office files from one building to another. Also standing, climbing, lifting, stooping, crouching, carrying, reaching and bending. Conditions: hot, cold, wet, noise of office equipment, noise of building renovations.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Assist the Assistant Deputy Warden(s) in organizing and scheduling of functions within this office. Maintains schedule and support duties for areas under the Deputies responsibility. Files and organizes reports, memos, policies and procedures. Maintains confidentiality of staff investigations, etc.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Downgraded to the Secretary E8 due to the staffing plan as the two new ADW positions have been approved for one Secretary E8 position.

25. What is the function of the work area and how does this position fit into that function?

The Assistant Deputy Warden's secretary provides clerical and administrative support carrying out all functions of this office, maintaining confidentiality in all areas; take minutes and Mobilization critiques when needed. Assists in the Command Center during Mobilizations by taking notes. This position is an integral part of the operation and serves as a liaison between the Deputy Warden and various areas of the facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 7
Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8
Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Civil Service Rules, MDOC Employee Work Rules, Department Policy Directives, Facility Operating Procedures. Knowledge of MDOC functions, goals and practices. Ability to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

10/17/2018

Appointing Authority **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee **Date**